

**MEETING OF LIBRARY BOARD OF DIRECTORS
SALEM FREE PUBLIC LIBRARY
MEETING SEPTEMBER 8, 2015, 6:45 PM**

PRESENT: Len Giambra, Wendy Ortega, Mary Ann Casciano, Michelle Guertin, Caren Jackson, Sharon Sanders, Rachel Gaither

GUESTS: George Jackson (see OPEN DISCUSSION)

CALL TO ORDER by Len at 6:50 PM

ADDITIONS TO AGENDA, PUBLIC COMMENTS None

GENERAL PROCEEDINGS

- **Minutes of the meeting of 7/14/15** were reviewed. Len moved to approve and Sharon seconded. M/C 4-0. Len and Michelle abstained. The **minutes of the special meeting of 8/6/15** were also reviewed. Len moved to approve and Wendy seconded. M/C 5-0. Len abstained
- The **financial reports dated 9/8/15, 6/27/15, and 5/12/15 (correction to 5/11/15 deposit)** prepared by Michelle were reviewed by the board. Mary Ann moved to approve the reports and Wendy seconded. M/C 5-0. Len abstained.
- **Correspondence** None
- The **Librarian's Report** was provided by Rachel. Power washing & painting of library main entrance doors are planned. The librarian is working on the Word Press Webpage, audiovisual and wireless upgrade and report to the state (due in November). Rachel agreed to provide the board a technical report on library computers in October or November. She is also planning a technical trouble-shooting course for staff, using an area systems librarian.
- **Friends of the Library.** Carl sent a flyer to announce that Judy and Norm Rabe, the co-chairs of the annual Friends Fall Used Book Sale, are retiring. For the transition to next year's sale volunteers and committees are needed.

OLD BUSINESS None. Rachel left the meeting.

NEW BUSINESS The performance evaluation of the librarian was postponed. Instead, the board reviewed the town's evaluation form and confirmed the basic procedure for its use. A special meeting was set for 9/21/15 at 6:30 PM to do the performance review of the librarian. Sharon agreed to check with Kevin about town procedures: 1) whether the librarian can attend the evaluation preparation meeting and 2) who delivers the final written evaluation to the librarian.

OPEN DISCUSSION George Jackson arrived after the meeting had started. The board asked him to briefly review the town school board's procedure for performance review.

MOTION TO ADJOURN was made at 8:35 PM by Mary Ann and seconded by Sharon. M/C 5-0. Len abstained.

Respectfully submitted, Sharon Sanders, Recording Secretary

NEXT REGULAR BOARD MEETING: TUESDAY, 10/13/2015 (6:45 PM)

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Judith Guertin